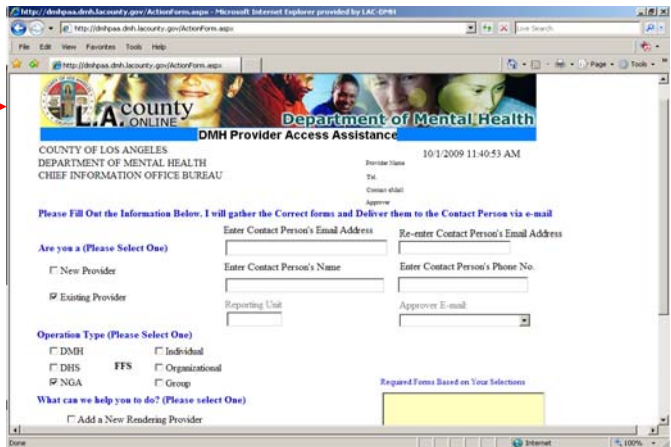# NGA RENDERING PROVIDER AUTOMATION
Form Submission Instructions
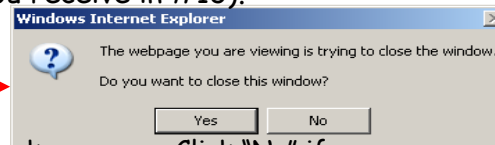
Caution: Forms are designed for "**Operation Type**" and "**Request Type**". This process will not allow submission of incomplete forms. Should you omit information; the form will remain on your screen with required fields in "<mark>yellow</mark>" highlight.

1. Access the form at http://dmhpaa.dmh.lacounty.gov

2. on the Kiosk page
   Select Existing Provider
3. Type your email address
4. Re-enter your email address
5. Type your name
6. Type your phone number
7. Type Reporting Unit
8. Select Authorized "Approver E-Mail from drop down button
9. Select NGA
10. at "What can we help you to do?" Be sure to select the appropriate Request Type- This procedure will open a form with required field for this request only. For example, "Terminate an Existing Provider" only the required field will allow data entry. All other field will be grayed out.
11. Comments is Optional (should you type a comment such as "terminate Jed Yougo", this comment will appear in the e-mail notice you receive in #13).
12. Click 'Submit'
13. You will receive a message "The webpage you are viewing is trying to close the window." – Click "Yes" to close the Kiosk screen or Click "No" if you wish to submit more than one form.

   - You will receive an e-mail from dmhwf@dmh.lacounty.gov with the subject DMH Request. Upon opening the e-mail you will see a box with the comments from #11 above.

   > DMH request for: newform@newform.org
   > Comment: Terminate Jed Yougo
   > Required: All forms below must be completed

      Click on "click here" to review and complete Rendering Provider form.
14. Complete the required field (to add multiple Reporting Unit click on MH-228 button at the bottom of the form).
15. Click "Submit"
16. Authorized signer selected on the Kiosk screen (See #8) will receive an e-mail, Approves form then **Click Submit**.
17. SAU opens the form and generate an acknowledge e-mail to Contact person in #5.
18. SAU processes form and generate a completion/rejection e-mail to Contact person in #5.
   - Contact person may anticipate one e-mail message for processed **Update** form –
     - "Your request for ID 123456 has been processed and completed".
   and two e-mail massages regarding processed **New form** -
     - Automation generated e-mail – "Your request has been processed and completed".
     - Systems Access Unit (SAU) e-mail – "Your request for Jed Yougo, Rend Prov ID 123456 has been processed".